

A more equitable world through better health.



POSITION DETAILS

TITLE	Executive Assistant to Deputy Director (Equity, Diversity, and Inclusion)
CLASSIFICATION	Professional Level 6.1 – 6.2: \$91,119- \$92,947 + super + salary packaging
TIME FRACTION	Full time
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Deputy Director (Equity, Diversity, and Inclusion)
DIRECT REPORTS	Nil
LAST UPDATED	February 24

POSITION SNAPSHOT

The Executive Assistant (EA) is responsible for delivering effective administration, coordination, communication, planning, and logistical assistance to the Deputy Director, Co-Program Director, and [Global Women's and Newborn's Health Working Group](#). This role will provide high level support by assessing and prioritising tasks, emails, documents and tracking and monitoring timelines and outcomes. Additionally, the incumbent will sit within the Administrative Services team and provide some general administrative support as directed by the Administration Manager.

KEY RESPONSIBILITY AREAS

1. EXECUTIVE SUPPORT	<ul style="list-style-type: none"> Provide dedicated administrative, travel planning and logistical support to the Deputy Director. Be the key point of communication between Deputy Director/Co-Program Director and stakeholders both internally and externally. This will include calendar management and conducting follow-ups with stakeholders (email) to ensure there is progress on desired outcomes. Development of briefings and correspondence related to project and policy work for the Deputy Director's office Develop timelines, manage priorities, and monitor tasks to meet required timeframes. Planning and coordinating administrative procedures and systems and devising ways to streamline processes. Manage email group list and maintaining database and shared drives for the Deputy Director's office. Create, format and maintain operational documents, presentations, and reports. Reconciliation of corporate credit card statements, invoicing and payment/reimbursement requests. Keep up to date knowledge of Burnet policies and procedures. Maintain confidentiality and discretion in handling sensitive information and matters.
2. GENERAL ADMINISTRATION	<ul style="list-style-type: none"> Provide general administrative support to the Working Group, such as record-keeping, procurement, expense management, travel arrangements and management support (e.g. travel, visas, accommodation and reimbursements). Support Event Planning - Coordinate and organise meetings, conferences, special events. This includes logistics, agendas and materials preparation. Process New Starter/Leaver requests for the Working Group and provide WG Induction to new staff members providing guidance on Burnet's internal systems and processes. Prepare and edit documents, presentations, reports and other materials as required. Update information on the intranet (The Hub) and the Burnet website on behalf of the Working Group. Coordinate the GWNH's staff planner and team meetings. Ensure meeting takeaways are delegated to the relevant people and action points have been completed by the relevant team members in a timely manner. Conduct general organisational wide administration as directed by the Administration Manager
3. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Proven minimum 3 years' experience as an Executive Assistant or Executive level administrative support role in a fast-paced environment.	Essential
2.	Excellent organisation and time-management skills, with the ability to prioritise tasks effectively and maintain professionalism and composure under pressure.	Essential
3.	Flexibility and adaptability to changing priorities and deadlines with the ability to maintain discretion and confidentiality in handling sensitive information.	Essential
4.	Strong organisational and problem-solving skills with impeccable multi-tasking abilities.	Essential
5.	Demonstrated proficiency and experience in the use of software applications e.g., MS Office, Google software applications, and other relevant systems for administrative support purposes.	Essential
6.	Strong attention to detail and accuracy in all work.	Essential
7.	Demonstrated commitment to excellence through proactive participation in institution-wide learning opportunities and willingness to learn new skills.	Essential
8.	Working knowledge in financial administration	Essential
9.	Working knowledge in policies and procedures as applied to research institutes	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OTHER REQUIREMENTS

The Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	No Contact With Children
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ENQUIRIES

For enquiries, please contact careers@burnet.edu.au